



Republic of the Philippines
Department of Education
REGION VIII - EASTERN VISAYAS

January 18, 2024

OFFICE MEMORANDUM

PPRD-2024- **46**

FEEDBACK ON THE OPERATIONS MANUAL AND PLANNING DOCUMENTS

To: Director III
Regional Office Division Chiefs
Quality Management Representatives
Chairperson and Cochairperson of QMS Teams
QMS Secretariat Chairperson and Cochairperson
Unit and Section Heads
All Others Concerned

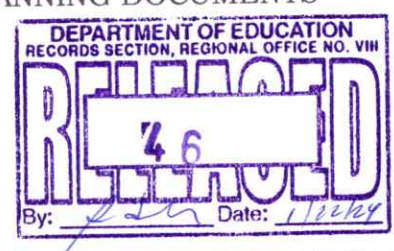
1. With reference to the attached email from the National Quality Management Secretariat dated January 16, 2024, this Office requires all Regional Functional Divisions (RFDs) and the Office of the Regional Director to take the necessary corrective actions based on the feedback on the submitted Operations Manual and Planning Documents on or before January 23, 2024.
2. Ms. Mercedes D. Sarmiento, Chairperson of the Knowledge Management Team (KMT), shall monitor the compliance of the concerned RFDs, Units, and Sections and facilitate the resubmission of the aforementioned documents to the NQMS Secretariat-Organization Effectiveness Division on or before the said date thru the link: https://bit.ly/RO_Stage1Audit.
3. Immediate dissemination of and strict compliance with this Memorandum are desired.

EVELYN R. FETALVERO CESO IV
Regional Director

Enclosures: As stated
References: As stated

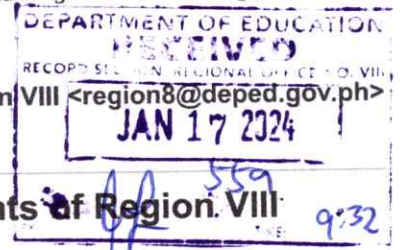
To be indicated in the Perpetual Index under the following subjects:
ISO OPERATIONS MANUAL PLANNING DOCUMENTS QMS

PPRD-TCPJ





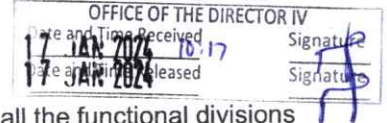
Department of Education Region VIII



Feedback on the Operations Manual and Planning Documents of Region VIII

1 message

National QMS Support <nqmssupport@deped.gov.ph> Tue, Jan 16, 2024 at 2:25 PM
To: DepEd VIII Eastern Visayas <region8@deped.gov.ph>, evelyn.fetalvero@deped.gov.ph, ronelo.firmo@deped.gov.ph, RITA DIMAKILING <rita.dimakiling@deped.gov.ph>, cesar.verunque@deped.gov.ph



Dear Sir/Maam,

Good day. Attached is the feedback for the operations manual and planning documents of all the functional divisions of the Regional Office. Hoping you can address the ones mentioned to further improve your documents. Thank you.



NQMS Secretariat

Organization Effectiveness Division
Bureau of Human Resource and Organizational Development
Telephone No.: (02) 8633-5375

Department of Education
DepEd Complex, Meralco Ave., Pasig City, Metro Manila
www.deped.gov.ph

[NQMS Reference Materials](#)
DO 009, s. 2021

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Region VIII Feedback.pdf
45K

OKD email
1/16/24

Region VIII: Feedback on the Operations Manual and Planning Documents

I. ORD: Operations Manual

- A. There are no DepEd-MATATAG and Bagong Pilipinas logos in the footer.

ORD: Planning Documents

- A. There are no DepEd-MATATAG and Bagong Pilipinas logos in the footer.
- B. There are some opportunity statements in the Opportunity Registry that are not aligned with the identified S and O in the SWOT Matrix.

II. PPRD: Operations Manual

- A. There are no DepEd-MATATAG and Bagong Pilipinas logos in the footer.
- B. The document on Organizational Structure, Office Functions and Job Summary is not signed by the Division Chief and the Regional Director.

PPRD: Planning Documents

- A. There are no DepEd-MATATAG and Bagong Pilipinas logos in the footer.

III. CLMD: Operations Manual

- A. There are no DepEd-MATATAG and Bagong Pilipinas logos in the footer.

CLMD: Planning Documents

- A. There are no DepEd-MATATAG and Bagong Pilipinas logos in the footer.
- B. Risk descriptions in the Risk Registry that are not those identified as W and T entries in the SWOT Matrix.
- C. Opportunity statements in the Opportunity Registry that are not aligned with the identified S and O in the SWOT Matrix.
- D. Submitted document is OPCRIF 2022. Kindly submit the rated and signed OPCRIF 2023.

IV. HRDD: Operations Manual

- A. There are no DepEd-MATATAG and Bagong Pilipinas logos in the footer.
- B. The document Forms/Templates is not signed by the Regional Director.

HRDD: Planning Documents

- A. There are no DepEd-MATATAG and Bagong Pilipinas logos in the footer.
- B. There are some risk descriptions in the Risk Registry that are not those identified as W and T entries in the SWOT Matrix.
- C. Submitted document is OPCR 2022. Kindly submit the rated and signed OPCR 2023.

V. QAD: Operations Manual

- A. There are no DepEd-MATATAG and Bagong Pilipinas logos in the footer.
- B. The document on Organizational Structure, Office Functions and Job Summary is not signed by the Division Chief and the Regional Director.
- C. The document on Definition of Terms and Acronyms is not signed by the Regional Director.
- D. There is no document on Forms/Templates.

QAD: Planning Documents

- A. There are no DepEd-MATATAG and Bagong Pilipinas logos in the footer.
- B. Risk descriptions in the Risk Registry that are not those identified as W and T entries in the SWOT Matrix.
- C. Opportunity statements in the Opportunity Registry that are not aligned with the identified S and O in the SWOT Matrix.
- D. Submitted document is OPCR 2022. Kindly submit the rated and signed OPCR 2023.

VI. FTAD: Operations Manual

- A. There are no DepEd-MATATAG and Bagong Pilipinas logos in the footer.

FTAD: Planning Documents

- A. There are no DepEd-MATATAG and Bagong Pilipinas logos in the footer.
- B. Submitted document is OPCR 2022. Kindly submit the rated and signed OPCR 2023.

VII. ESSD: Operations Manual

- A. There are no DepEd-MATATAG and Bagong Pilipinas logos in the footer.

ESSD: Planning Documents

- A. There are no DepEd-MATATAG and Bagong Pilipinas logos in the footer.
- B. There are some risk descriptions in the Risk Registry that are not those identified as W and T entries in the SWOT Matrix.
- C. Opportunity statements in the registry are not aligned with the identified S and O in the SWOT Matrix.
- C. Submitted document is OPCRf 2022. Kindly submit the rated and signed OPCRf 2023.

VIII. Finance Division: Operations Manual

- A. There are no DepEd-MATATAG and Bagong Pilipinas logos in the footer.

Finance Division: Planning Documents

- A. There are no DepEd-MATATAG and Bagong Pilipinas logos in the footer.
- B. Risk descriptions in the Risk Registry are not those identified as W and T entries in the SWOT Matrix.
- C. There are some opportunity statements in the registry that are not aligned with the identified S and O in the SWOT Matrix.
- D. Submitted document is OPCRf 2022. Kindly submit the rated and signed OPCRf 2023.

IX. Administrative Division: Operations Manual

- A. There are no DepEd-MATATAG and Bagong Pilipinas logos in the footer.
- B. The Title Page has no footer. Ensure that Title Page bears the correct footer.

Administrative Division: Planning Documents

- A. There are no DepEd-MATATAG and Bagong Pilipinas logos in the footer.
- B. There are some opportunity statements in the registry that are not aligned with the identified S and O in the SWOT Matrix.
- C. Submitted document is OPCRf 2022. Kindly submit the rated and signed OPCRf 2023.